

August 14, 1962

MEMORANDUM FOR: Special Center, DDCI

I suggest at your convenience that you review and reaffirm the established CIA policy of:

(a) Reporting for the record, contact with all members of the press. This should be done at least weekly and there should be no exceptions. All press contacts should be reported.

(b) Any member of CIA who has contact with the press, whether social or otherwise, should immediately draft and place in his file, with copy to a senior responsible CIA officer designated by you, a memorandum covering the subjects discussed. If there were no classified, government or government personnel matters discussed, then the memorandum should indicate the discussion was purely social.

I know this procedure has been in effect in CIA for a number of years. The purpose of this memorandum is to propose that you review the subject at this time to be sure that instructions are being carried out in every instance.

John A. McCone
 Director

JAM:nt/mfb

1 cc - DCI File
 1 cc - DCI Chrono
 1 cc - Mr. Elder
 1 cc - ER

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